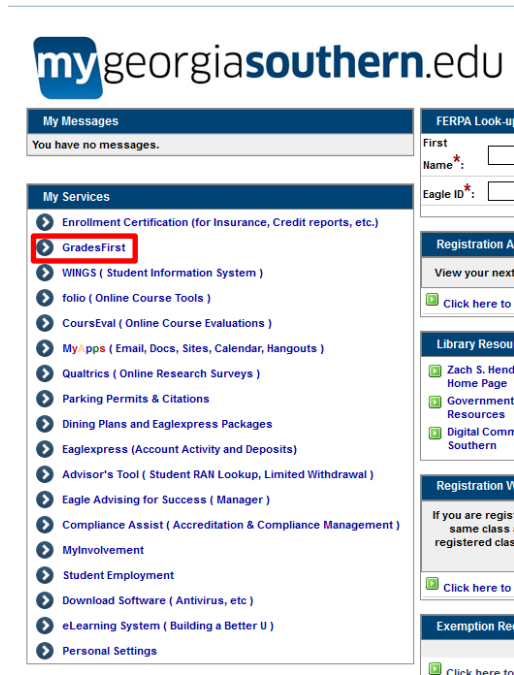
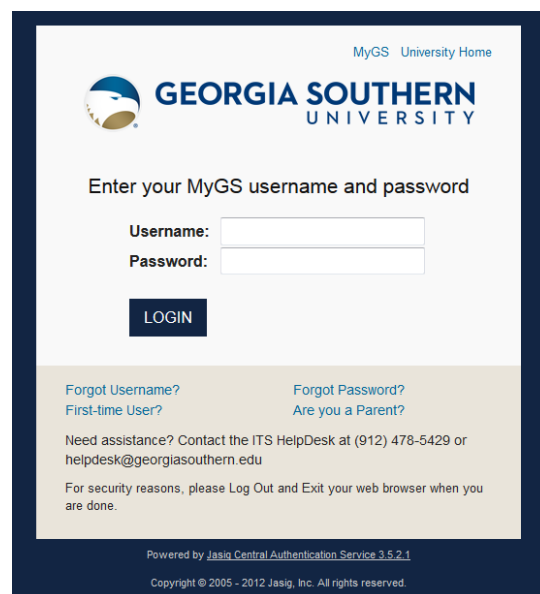


How to make an Advising Appointment using GradesFirst

1. Click on **Grades First** link under My Services in mygeorgiasouthern.edu



2. Log-in with your mygeorgiasouthern username and password



3. Navigate to your Student **Home** screen. *first tab in the top, left corner*
4. Click the **Get Advising** button at the top right.

5. Select your advisor. Most students will only have one advisor. If you have multiple advisors (Double Majors, Honors, etc.), you will have the option to choose your assigned advisor(s).

6. Select an available date and time that works.
7. In the comments section, please note your reason for making your appointment if it is something other than Academic Advisement (*i.e.*: *Graduation Application, Discuss current course schedule, Academic Success Plan follow up, etc.*)
8. Do not choose a location. The location will be dependent upon your advisor.
9. Click the **Save Appointment** button.

Reason(s):

Comments:

Location:

Select a Date:

September 2014						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Reminders
 Send an email reminder?
 Send a text reminder?

Select An Advisor

ADVISOR	AVAILABLE TIMES
Hale, Marilyn	Mon-Thu 9:00am-11:00am (Fall 2014) Mon-Thu 1:30pm-4:00pm (Fall 2014)

What Time?

TIME SLOT	09/21 (SUN)	09/22 (MON)	09/23 (TUE)	09/24 (WED)	09/25 (THU)	09/26 (FRI)	09/27 (SAT)
7:00a-7:30a							
7:30a-8:00a							
8:00a-8:30a							
8:30a-9:00a							
9:00a-9:30a		CONFLICTS	CONFLICTS	CONFLICTS	●		
9:30a-10:00a		CONFLICTS	●	CONFLICTS	CONFLICTS		
10:00a-10:30a		CONFLICTS	CONFLICTS	CONFLICTS	●	CONFLICTS	
10:30a-11:00a		CONFLICTS	CONFLICTS	CONFLICTS	●	CONFLICTS	
11:00a-11:30a		CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS	
11:30a-12:00p		CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS	
12:00p-12:30p		CONFLICTS	BUSY	CONFLICTS	BUSY	CONFLICTS	
12:30p-1:00p		BUSY	BUSY	BUSY	BUSY		
1:00p-1:30p							

For more detailed instructions, please visit: <https://gradesfirst.atlassian.net/wiki/display/GFDOC/Schedule+an+Advising+Appointment>